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In Reply Refer To:  
1525 (BC-653) P

May 3, 2002

EMS Transmission  
Instruction Memorandum No. BC-2002-047  
Expires: 09/30/2003

To: All Field Officials  
From: Director, National Business Center  
Subject: Implementation of Revised Annual Motor Vehicle Inspection Form, 1520-35

**Program Areas:** Property Management, Vehicle Fleet Operations, Safety

**Purpose:** This Instruction Memorandum (IM) sets forth ordering and usage guidelines for a new vehicle inspection form.

**Policy/Action:** The annual vehicle inspection process helps identify vehicle operating problems or deficiencies so that they can be corrected in an orderly manner, avoiding unplanned downtime.

An updated version of the vehicle inspection form should be used to record the results of the required annual inspection required on all Bureau of Land Management (BLM) vehicles.

The revised form should be available from the Printed Materials Distribution Section (PMDS) in about 10 weeks. Continued use of the August 1976 edition of this form is authorized until the revised edition is available. The PMDS will continue to distribute the old edition until they have received the new edition, at which time the old forms will be recycled and the revised form issued. All offices are to handle their stock in the same manner and destroy the old edition once the revised edition is available. Please order your forms via fax or regular mail. The PMDS cannot accommodate telephone orders. If you have questions about publication ordering procedures, please contact your forms/publications ordering personnel or see the PMDS Web Site at: <http://ncweb.sc.blm.gov/pmds/>.

**Time Frame:** This IM is effective upon receipt.

**Budget Impact:** No adverse impacts are anticipated.

**Background:** The inspection form has not been revised since 1976. Meanwhile, vehicle technology has changed, resulting in the need for a more comprehensive inspection process. Vehicle inspection technology has also changed, allowing much diagnostic work to be performed using on-board vehicle computers. Additionally, property management reviews and available property reports have indicated that some vehicles are not being maintained in safe operating condition. This revised form takes into account changing vehicle technology and the need for a more comprehensive inspection of vehicle condition.

**Manual/Handbook Sections Affected:** This Annual Inspection Form is referenced in BLM Property Management Handbook 1520, Chapter 3.

**Coordination:** Coordination occurred between the BLM Fleet Manager and the BLM Chief Disposal Specialist in the National Property Management Office, along with various State Office and field office fleet managers and property management specialists. Coordination also occurred with Karen Wrenn, BLM Forms Manager.

**Contact:** For additional information, please contact Tom Jatko, BLM Fleet Manager/Equipment Specialist, at (303) 236-9456, BC-653, at the National Business Center. The fax number is (303) 236-9473.

Signed by:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

1 Attachment

1 - Form 1520-35, Annual Motor Vehicle Maintenance/Safety Checklist (1 p)

Distribution

WO-850

BC-653

ST-150, BLM Library